THE OFFICIAL TRUSTEES ACT, 1913* (II OF 1913).

G. N., H. D., No. 1/4-I, dated 18th December 1939 (B. G., 1940, Pt. I, p. 4). **S. 4 (1)**

In exercise of the powers conferred by sub-section (*1*) of section 4 of the Official Trustees Act, 1913 (II of 1913), and in exercise of the functions under the said section 4 entrusted to the Provincial Government by the Government of India, Home Department, Notification No. 202/37-I-Judicial, dated the 8th November 1939, the Government of Bombay is pleased to appoint the Official Trustee, Bombay, to be *ex-officio* Official Trustee for British Baluchistan and in relation to British subjects in the Indian States or parts of Indian States specified below :—

The States within the political charge of the Resident for the States of Western India.

Baroda and the States within the political charge of the Resident for Baroda and the Gujarat States, the States within the political charge of the Resident for Kolhapur and the Deccan States.

The States in Central India other than those in the Bundelkhand Agency (including the Alampur *Pergana* of Indore) and excluding the State of Rewa and the portions of the Indore State occupied by the Malwa Section of the Bombay Baroda and Central India Railway, south of the river Narbada and the portions of the Bhopal and Kurwai States occupied by the Midland Section of the Great Indian Peninsula Railway, north of Bhilsa.

Gwalior and Khaniadhana, other than the portions of those states occupied by the Bina-Guna Baran Railway and the Midland Section of the Great Indian Peninsula Railway, north of Bhopal.

The States in Rajputana, excluding the portions of the Bharatpur State occupied by the Agra Delhi Chord Railway and by the Cawnpore-Achnera Section of the Bombay, Baroda and Central India Railway.

The District of Abu.

Kalat (including leased areas).

Las Bela.

G. N., H. D., No. 33-C, dated 31st October 1922 (B. G., Pt. I, p. 2584). **S. 30 Official Trustees (Bombay) Rules, 1922.**

Amended by G. N., H. D., No. 4989-B, dated 6th Feb. 1924.
Amended by G. N., H. D., No. 9337, dated 9th Feb. 1926.
Amended by G. N., H. D., No. 6822/2, dated 28th Apr. 1930.
Amended by G. N., H. D., No. 7342/2, dated 19th Aug. 1930.
Amended by G. N., H. D., No. 7791/2, dated 27th Sept. 1930.
Amended by G. N., H. D., No. 958/3, dated 13th Oct. 1932.
Amended by G. N., H. D., No. 8874/33, dated 3rd Jan. 1939.
Amended by G. N., H. D., No. 917/4, dated 29th Apr. 1939.
Amended by G. N., H. D., No. 4925/4, dated 23rd Mar. 1942.
Amended by G. N., H. D., No. 64/4, dated 7th June 1945.

* For entrustment of functions of the Central Government under sections 4, 5, 17–21 and 30 of the Act see G. of I., H. D., Notn. No. 202/37-I-Judicial, 8th November 1939, under section 124 (*1*) of the Government of India Act, 1935.

In exercise of the powers conferred by section 30 of the Official Trustees Act, 1913 (II of 1913), and in supersession of Government Notifications in the Judicial Department noted in the margin, the Governor in Council is pleased to make the following rules for carrying into effect the objects of the said Act, and for regulating the proceedings of the Official Trustee, Bombay, in the discharge of his duties :—

Government Notification (Judicial Department) No. 2486, dated the 1st April 1914, and Government Notification (Judicial Department) No. 360, dated the 18th January 1915.

1. *Short title.*—These rules may be called the Official Trustees (Bombay) Rules, 1922.

2. *Definitions.*—In these rules unless there is anything repugnant in the subject or context,

(1) " The Act " means the Official Trustees Act, 1913 (II of 1913).

(2) " Official Trustee " means the Official Trustee of Bombay.

(3) " Bank " means the Reserve Bank of India.

3. *Rules under section 7, sub-section (5), of the Act.*—(1) The Official Trustee shall not accept any trust for religious purposes which involves the exercise by him as Trustee of any religious observance or ceremony, or the decision of any questions as to the religious merit or character of any individual or institution.

(2) The Official Trustee shall not accept any trust which involves the management or carrying on of any business, except for the purpose of winding up forthwith such business in order to realise the trust funds. In any case in which it is necessary to wind up any business the Official Trustee shall be entitled to employ, at the expense of the trust, such person or persons as may in his opinion be necessary for the purpose of so winding up the business, and he shall not be liable for any loss which may occur in the management of such business.

4. *Procedure in case of appointment under a will.*—When the Official Trustee has been appointed Trustee under any will, the executor of the will or the administrator of the estate concerned, after obtaining Probate or Letters of Administration with the will annexed, shall notify the appointment to the Official Trustee in writing, and, if so required by the Official Trustee, shall supply him with a copy of the will and of any trust instrument or other document affecting the trust, and such particulars as to the nature and value of the trust property and the liabilities (if any) attaching to such property, or the holder thereof, and the names and addresses of any beneficiaries under the trust, and such other information as the Official Trustee may consider it desirable to obtain in any particular case. After having been supplied with such information, the Official Trustee shall decide whether the trust shall be accepted or refused, and shall give notice to the executor or administrator of such acceptance or refusal, and in case of acceptance shall notify in writing his consent to act in the trust and the terms upon which his consent is given.

5. *Fees payable by the trust estates.*—The fees mentioned in Schedule I to these rules shall be the fees prescribed under section 17 of the Act, and shall ordinarily be payable on acceptance of the trust by the Official Trustee.

Provided that—

(*a*) If at any time during the continuance of a trust in course of administration by the Official Trustee, any property (not arising from accumulation of income of the trust property) shall become subject to the trust in addition to the property

comprised therein at the date of acceptance thereof, there shall be paid, in respect of such additional property, a further fee of such amount as would have been payable upon the acceptance of a trust comprising such additional property only.

(*b*) Where it appears to the Official Trustee, upon accepting a trust, that the trust property consists wholly or partially of reversionary interests or other property not in possession, and not readily realisable (all which interests and property are hereinafter referred to as the "reversionary property") he may charge an additional fee, not exceeding rupees fifteen upon acceptance of the trust. When such additional fee is charged, then—

(*i*) upon acceptance of the trust, the reversionary property shall be excluded from the trust property for the purpose of ascertaining the amount of the fee payable in pursuance of these rules upon such acceptance, and the said fee shall be calculated and paid as if the trust property (if any) other than the reversionary property were alone comprised in the trust; and

(*ii*) so far as regards the reversionary property or any part thereof, the date on which the same falls into possession or is realised shall, for the purpose of ascertaining any capital fee payable in pursuance of these rules, be deemed to be the date of the acceptance of the trust, and the fee payable upon acceptance shall be payable at the first-mentioned date.

6. *Special fees.*—In any case in which it appears to the Official Trustee that the circumstances of a trust proposed to be administered by him are, or probably will be, such as to render his duties in relation thereto exceptionally onerous, he may charge a special fee in respect of the performance of such duties, in addition to the fees payable in pursuance of these rules; and the Official Trustee may make the payment of, or agreement to pay, such special fee a condition of his accepting a trust. A statement of special fees charged by the Official Trustee under this clause shall be submitted to the State Government every half-year along with the copies of schedules which he is required to submit under rule 23.

6. *Remission of fees.*—In any case in which it appears to the Official Trustee that the circumstances of a trust proposed to be administered by him are or will be such as to render his duties in relation thereto exceptionally simple or that the trust is made for a charitable purpose or for an object of general public utility he may, with the previous sanction of the State Government, remit wholly or in part the fees payable under rule 5 in respect of such trust.

(2) In the case of a trust of an unclaimed balance paid over to the Official Trustee by the Liquidators of Companies all fees may be remitted.

7. *Recovery of fees by instalments.*—The Official Trustee may, in his discretion, arrange that the fee payable on acceptance of a trust or on investment thereof or any part thereof, shall be debited to the account of the trust, and shall be recovered by him from time to time by instalments out of the income of the trust fund as the same accrues due: provided that any amount which is or remains due from any trust in respect of fees payable in pursuance of these rules shall be recovered from the trust fund before the same is withdrawn or distributed among parties entitled thereto.

8. *Fees for property already vested in Official Trustee.*—Any trust property which at the date upon which the Act came into force was vested in the Official Trustee, and prior to that date paid commission or fees to the Official Trustee as remuneration for his service as trustee, shall continue to pay fees at the same rate as hitherto, notwithstanding anything contained in these rules.

9. *Investment of cash balances.*—In so far as it is consistent with the conditions of the trust in each case, whenever the cash balance to credit of any trust amounts to five hundred rupees, it shall be invested, so far as may be practicable. But this rule is not to be interpreted as in any way prohibiting or deprecating the investment of smaller credit cash balances, which may be invested, subject to the conditions of the trust and the current demands on the fund, at the discretion of the Official Trustee.

10. *Method of investment of trust moneys.*—The Official Trustee may invest or retain invested money belonging to any trust and coming to his hands in any investments authorised by the trust instrument or (save as otherwise provided by that instrument) authorised by law for the investment of trust funds, and may (save as so provided) retain any investment existing at the date of the commencement of the trust. Provided that he shall not invest in or hold any investment in such manner as to expose himself to liability as the holder thereof, unless he is satisfied that he is fully indemnified or secured against loss.

11. *Custody of securities.*—All Government securities vesting in the Official Trustee, and coming into his possession, shall be lodged by him, as soon as practicable, in the Bank for safe custody, except in any case in which it may be necessary to retain them temporarily for any purpose. Debentures, shares, title-deeds and similar documents may either be lodged in the Bank for safe custody or may be retained by the Official Trustee in his own custody as he may in each case consider most beneficial to the trust concerned.

12. *Payments to beneficiaries.*—All moneys payable by the Official Trustee to beneficiaries shall be payable at the office of the Official Trustee in Bombay. When payment is remitted by post, the cost of remittance, including postage charges, must be borne by the person at whose request the remittance is made.

13. *Income how payable.*—The income of trust property may be paid to the person or persons entitled to receive the same either direct or through a bank or solicitors, and where any such person is a married woman, may be so paid notwithstanding any restraint on anticipation.

14. *Receipts given by banks or solicitors.*—Where the Official Trustee is authorised to pay any income to the bank or to the solicitors of a person entitled, the receipt of that bank or of those solicitors shall be a sufficient discharge to the Official Trustee.

15. *Advances to a trust account.*—The Official Trustee may make advances for the purposes of any trust in his hands out of any cash balance to the credit of his account with the Bank on such terms as he may think proper.

16. *Evidence as to identity, etc., of persons.*—The Official Trustee may at any time require such evidence as he may think sufficient that a person is alive and is the person to whom any money or property is payable or transferable, and may refuse payment or transfer until such evidence is produced.

17. *Procedure when person entitled cannot be found.*—When a person appearing to be beneficially entitled to any sum of money under a trust in the hands of the Official Trustee or to be interested in the trust property cannot be found, or it is not known whether he is living or dead, the Official Trustee may apply to the Court for directions as to the course to be taken with reference to such person, and until an Order of the Court is made shall retain any sum payable to such person, and may invest the same in Government securities and accumulate the interest thereof, subject to the provisions of section 23 of the Act.

18. *Method of transfer of estate to Government under section 23.*—When any trust estates in the hands of the Official Trustee are to be transferred to the account and credit of the State Government under section 23 of the Act, they shall, so far as they consist of moveable property except cash, be converted into cash, and together with any cash balance standing to credit of the trust estates shall be paid by the Official Trustee into the Bank to the account and credit of the State Government. Where any such estates consist of immoveable property, the Official Trustee shall make a special report of the matter to the Secretary to Government in the Home Department, and shall await such orders as may be given by the State Government in respect of such estates.

19. *Prescribed Authority under section 24.*—Claims for moneys transferred to the account and credit of the State Government under section 23 of the Act shall be submitted to the Official Trustee, who shall be the authority prescribed under section 24.

20. Upon an application in writing by or with the authority of any person interested in trust property, the Official Trustee—

(*a*) shall permit the applicant or his solicitor or other authorised agent to inspect and take copies of any entry in any register relating to the trust, and (so far as the interest of the applicant in the trust property may be affected thereby) of any account, notice or other document in custody of the Official Trustee ;

(*b*) shall, at the expense of the applicant, supply him or his solicitor or other authorised agent with a copy of any such entry, account or document as aforesaid or of any extract therefrom ;

(*c*) shall give to such applicant or to his solicitor or other authorised agent such information respecting the trust property as shall be reasonably requested in the application and shall be within the power of the Official Trustee.

Subject as aforesaid, the Official Trustee shall observe secrecy in respect of any trust in course of administration by him.

21. *Fees for inspection and production.*—Subject to the conditions in rule 20 the following fees may be levied by the Official Trustee :—

(1) For search for information regarding trust estates which have been wound up per hour—Rs. 4.

(2) For information on any single point in respect of any trust in which the account is open—Rs. 2.

(3) For production of papers, books, etc., in the High Court per day—Rs. 3.

(4) For production of papers, books, etc., in the Fort Bombay, elsewhere than in the High Court, per day—Rs. 10.

(5) For production of papers, books, etc., in Bombay, but without the Fort, per day—Rs. 15.

(6) For production of papers, books, etc., in the mofussil the Official Trustee may fix fees according to the circumstances of each case.

(7) For certifying true copies of documents, each certificate—Rs. 4.

(8) For copy of any entry, account or document—8 annas per folio of 90 words.

22. *Disposal of fees.*—All fees realised by the Official Trustee and those under rule 21 after deducting expenses (if any) incurred, shall be paid by him once a month to the credit of the State Government account in the Bank.

23. *Schedule of trust accounts.*—The Official Trustee's accounts shall be closed on the 30th day of June and on the 31st day of December in each year, and a schedule shall be prepared showing the closing balance of each trust remaining in the hands of the Official Trustee at the close of such period, and also a schedule showing trusts closed during the same period of six months and the manner in which such trusts have been closed. These schedules shall be filed and retained in the Official Trustee's office, and a copy thereof shall be furnished to the Secretary to Government in the Home Department, but shall not be published, and subject to the provisions of section 22 of the Act and of rule 20, no person shall be entitled to inspect the same or any of the trust accounts in the possession of the Official Trustee except in pursuance of an order signed by the Secretary to Government, Home Department.

24. *Accounts and other records to be kept by the Official Trustee.*—The Official Trustee shall keep the following accounts, statements and records, namely :—

No. 1, Register of Trusts, in which shall be registered, in Form No. 1 in Schedule II to these rules, particulars of every trust in the hands of the Official Trustee. The particulars shall include date of acceptance of the trust, the name of the settler of the trust property, the nature and value of the trust property from time to time, the names and addresses of the person or persons or the class of persons entitled to the income of the trust property, the fees payable to the Official Trustee in respect of his administration of the trust, and such other matters as the Official Trustee shall consider in any particular case desirable to enter in the register.

No. 2, Cash Book, in which shall be entered, in Form No. 2, in the said schedule full particulars of all daily transactions whether in cash otherwise on account of each trust and the fees charged against each trust.

No. 3, Ledger Accounts of Trusts, which shall contain, in Form No. 3 in the said schedule, separate and distinct accounts of each trust, and shall show in detail every debit and credit item, and every transaction whether in cash or otherwise, relating to each trust.

No. 4, Receipt Book, which shall be in Form No. 4 in the said schedule, and in which there shall be registered in an annual consecutive series of numbers all receipts granted by the Official Trustee for cash or Government securities or other documents having a money value, detailed particulars of the cash or documents received being entered in the counterfoils. Each counterfoil shall be initialled by the Official Trustee at the time of signing the receipt to which it appertains and after comparison of the receipt therewith.

No. 5, Register of Securities, in which shall be entered, in Form No. 5 in the said schedule, particulars of all securities of whatsoever nature received or purchased by the Official Trustee on account of each trust and his dealings therewith.

No. 6, Interest Book, in which shall be entered, in Form No. 6 in the said schedule, a statement of half-yearly interest on all Government securities and on all Municipal, Port Trust and Improvement Trust, Debentures held by the Official Trustee.

No. 7, Rent Book, in which shall be entered, in Form No. 7 in the said schedule, the total amount of monthly rent payable to the Official Trustee in respect of each immoveable property in his charge, and the amount of commission (if any) allowed for collection of such rent. The net rents when paid to the Official Trustee shall be entered in this book. Arrears of rent (if any) shall be shown in a separate column.

No. 8, Fees Book, in which shall be entered, in Form No. 8 in the said schedule, the total amount of monthly fees as appearing from the cash book. This book shall also show the total amount of fees paid each month into the Bank to the credit of the State Government, together with the date of such payment.

No. 9, Security Deposit Register, in which an account shall be kept, in Form No. 9 in the said schedule, of all Government and other securities deposited with the Bank under rule 11.

No. 10, Outward Register, which shall contain, in Form No. 10 in the said schedule, particulars of each letter sent out from the office, and shall show the amount of postage, if any, paid on each letter, and the trust to which such postage is chargeable.

No. 11, Inward Register, which shall contain in Form No. 11 in the said schedule, an entry in respect of every letter received in the office showing the date of receipt, sender's name, the trust to which it refers, and how it is disposed of.

No. 12, Letter Delivery Book, in which shall be entered the names and addresses of persons to whom letters are sent from the Official Trustee's office by messengers, with columns for the office number of the letters and for the signatures of the addressees or their agents.

25. *Cash book when to be balanced and initialled.*—The cash book shall be balanced at the close of every month and shall be laid before the Official Trustee, who shall check the entries and satisfy himself that the balance is correct, and shall initial the book in token of his having so satisfied himself.

26. *Vouchers.*—Every payment charged in the Official Trustee's cash account shall be supported by a voucher, which shall be passed for payment under the Official Trustee's initials.

27. *Limit of balance to be held in cash.*—The Official Trustee shall not at any time retain in his hands a larger cash balance than five hundred rupees. Any excess above that sum shall, at the earliest day possible, be lodged, to the credit of the general account of the State Government at the Bank in the personal ledger account of the Official Trustee.

28. *Audit.*—(1) The accounts of the Official Trustee shall be audited and the securities held by him or on his account shall be verified, from time to time as the State Government may direct, by the Assistant Examiner, Local Fund Accounts, or by some officer or officers deputed by the Accountant General, Bombay, and shall be certified by him or them as provided by section 19 of the Act.

(2) The costs of, and incidental to, the audit and examination of the Official Trustee's accounts shall be met out of the fees levied under rule 5.

29. *Destruction of records.*—The books and papers mentioned in the accompanying list may be destroyed of by the Official Trustee at the times mentioned therein or as soon thereafter as may be convenient :—

(1) Private papers, bills, receipts, account books, memoranda and other similar documents of no permanent value received by the Official Trustee along with the trust, and which are not claimed by the beneficiaries, or any other person entitled thereto—one year from the date of taking charge.

(2) Fair cash book—six years from the date of last entry.

(3) Rent book—five years from the date of last entry.

(4) Correspondence relating to any trust—two years after the trust accounts are finally closed.

(5) Inward Register—three years after the date of last entry.

(6) Outward Register—three years after the date of last entry.

(7) Letter Delivery book—three years after the date of last entry.

(8) Fees book—three years after the date of last entry.

(9) Interest book—three years after the date of last entry.

(10) Counterfoil receipt book—three years after the date of last entry.

SCHEDULE I.

(*See* Rule 5.)

Part I—Capital Fees.

A

In respect of duties of the Official Trustee where he has been appointed a Trustee under sections 8, 9, 10, 11 and 12 of the Act.

The scale of fees chargeable shall be as follows :—

(1) Where the gross capital value of the trust property or funds does not exceed Rs. 25,000, a fee of two per cent. on such value with a minimum fee of Rs. 50.

(2) Where the gross capital value of the trust property or funds exceeds Rs. 25,000 but does not exceed Rs. 1,00,000, a fee of one and a half per cent. on such value.

(3) Where the gross capital value of the trust property or funds exceeds Rs. 1,00,000, but does not exceed Rs. 5,00,000, a fee of one per cent. on such value.

(4) Where the gross capital value of the trust property or funds exceeds Rs. 5,00,000, a fee of three-fourth per cent. on such value.

Note (*I*).—Where the trust property consists wholly or in part of Government or other securities, the market value of such securities shall be taken to be their capital value, for the purpose of calculating the gross capital value of the trust property.

(*II*) (1) Where the trust property consists wholly or in part of immoveable property, the capital value of such immoveable property for ascertaining the gross capital value thereof shall be as follows :—

(*i*) Where the trust property is freehold property, $16\frac{2}{3}$ times the net annual rental value of such property.

(*ii*) Where the trust property is a leasehold property and the Lease has—

(*a*) between 1 and 5 years to run, 1 to 5 times respectively, the net annual rental value of such property ;

(*b*) between 6 and 10 years to run, 6 times the net annual rental of such property ;

(*c*) between 11 and 15 years to run, 8 times the net annual rental of such property ;

(*d*) between 16 and 20 years to run, $9\frac{3}{4}$ times the net annual rental of such property ;

(*e*) between 21 and 25 years to run, $11\frac{1}{2}$ times the net annual rental of such property ;

(*f*) between 26 and 30 years to run, 12 times the net annual rental of such property ;

(*g*) between 31 and 35 years to run, $12\frac{3}{4}$ times the net annual rental of such property ;

(*h*) between 36 and 40 years to run, $13\frac{1}{4}$ times the net annual rental of such property ;

(*i*) between 41 and 45 years to run, $13\frac{1}{2}$ times the net annual rental of such property ;

(*j*) between 46 and 50 years to run, $13\frac{3}{4}$ times the net annual rental of such property ;

(*k*) more than 50 years to run, $14\frac{2}{7}$ times the net annual rental of such property.

(2) For the purpose of ascertaining the net annual rental value of the trust property, a deduction for outgoings such as municipal taxes, repairs, insurances, sinking fund, bad debts and cost of collection shall be made in the case of freehold property at 25 per cent. of the gross rental thereof. In the case of leasehold property in addition to such outgoings at the said rate a further deduction equal to the amount of the annual ground rent payable to the Lessor shall be made.

B

In respect of the duties of the Official Trustee where he has been expressly appointed Executor and Trustee as provided by section 7, sub-clause (*6*), of the Act.

The Official Trustee in his capacity as executor shall be entitled to the same remuneration or fees as prescribed by the rules framed under the Administrator General's Act, 1913.

C

In respect of duties of the Official Trustee where he has been appointed a Trustee under section 27 of the Administrator General's Act.

Where an estate is transferred by the Administrator General to the Official Trustee under section 27 of the Administrator General's Act (Act III of 1913) no capital fees or investment fees, on the first occasion when such property or any part thereof is invested by the Official Trustee, shall be payable thereon.

Part II—Fees on Investment and Sale.

D

In respect of the duties of the Official Trustee in all cases of which he is the Trustee—

(*a*) on all capital moneys or trust funds or trust income invested or reinvested by him including the purchase of immoveable property or any investment by way of mortgage, a fee of one-fourth per cent. on the amount of the investment or the value of the property purchased :

(*b*) on all immoveable property sold, a fee of one-fourth per cent. on the amount of the value of the property sold.

Part III—Income Fees.

E

In respect of the duties of the Official Trustee acting in any of the capacities mentioned in Part I above, other than as an executor :—

(*a*) On realization of all dividends and interest other than mortgage interest, a fee of 1½ per cent.

(*b*) On collection of rents and interest on mortgage investments, a fee of 2½ per cent.

Provided that the minimum income-fee to be charged in respect of any trust shall be Rs. 5 in any half-year ending 30th June or 31st December.

SCHEDULE II.

(*See* Rule 24.)

Form No. 1—Register of Trusts.

Date of acceptance of Trust.	Name of the Settler of the Trust property.	Nature and Value of Trust Property.	
		Nature.	Value.
			Rs. a. p.

Fee Payable to Official Trustee on		Names and addresses of persons entitled to the income of the Trust property.	Remarks.
Capital.	Income.		
Rs.	Rs.		

Form No. 2—Cash Book.

Folio.	Voucher No.		Commission.	Bank or other shares.	Securities.	Receipts.	
						Bank.	Cash.
			Rs. a. p.			Rs. a. p.	Rs. a. p.

Folio	Voucher No.		Commission.	Bank or other shares.	Securities.	Payments.	
						Bank.	Cash.
			Rs. a. p.			Rs. a. p.	Rs. a. p.

Form No. 3—Ledger Accounts of Trusts.

Dr. Account Current of the Trust of

Date.	Page of Cash Book.		Bank or other shares.	Securities.	Cash.
					Rs. a. p.

Cr.

Date.	Page of Cash Book.		Bank or other shares.	Securities.	Cash.
					Rs. a. p.

Form No. 4—Receipt Book.

No.

Date 19 .

Trust

Received from

the sum of Rupees

being

Rs.

Official Trustee.

No.

Date 19 .

Trust

Received from

the sum of Rupees

being

Rs.

Official Trustee.

Form No. 5—Register of Securities.

Trust of

Cr.

Date.	Whether purchased or transferred from any other trust.	Distinctive Number of Notes.	Loan.	Amount.	Price paid.
				Rs.	Rs. a. p.

Whether sold in Bazaar or transferred to any other trust.	Price realized.	Renewal.		
		Distinctive No. of Notes.	Fee.	Date.
	Rs. a. p.		Rs. a.	

Form No. 6—Interest Book.

Interest on due on and realised on

Ledger Folio.	Names of Trusts.	Amount of Notes.	Interest.	Income Tax
			Rs. a. p.	Rs. a. p.

Net interest.	Rate of Fees.	Amount of Fees.		
Rs. a. p.				

Form No. 7—Rent Register for the half year ending 19 .

Names of Trusts.	Property.		Monthly Rent.	O. T.'s Initials.	Names of Tenants.	Months for which rent is recovered			
	No.	Street.				January.	Date.	February.	Date.
						Rs. a. p.		Rs. a. p.	

and amount and date credited in accounts.								Arrears.	Remarks.
March.	Date.	April.	Date.	May.	Date.	June.	Date.		
Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.			

Form No. 8—Fees Book.

Fees for the month of 19 .

Date.	Particulars.	Fees realised under Schedule.	Search and other miscellaneous Fees.	Date.		
		Rs. a. p.	Rs. a. p.		By fees into the Imperial Bank of India, Bombay, to credit of the State Government.	

Form No. 9—Security Deposit Register.

Official Trustee's Account of Government Promissory Notes and other public Securities with the Imperial Bank of India, Bombay, for the half-year ending

Date of Deposit.		3½ per cent. Loan of 1842–43.	3½ per cent. Loan of 1854–55.	3½ per cent. Loan of 1865.	3½ per cent. Loan of 1879.	3½ per cent. Loan of 1900–01.	3 per cent. Loan of 1896–97.	4 per cent. Ter. Loan of 1915 16
		Amount.	Amount.	Amount.	Amount.	Amount.	Amount.	Amount.
	Total							
Date of withdrawal.								
	Total ..							
	Balance ..							
	Total ..							

Date of Deposit.		4 per cent. Con. Loan of 1916–17.	5 per cent. I. W. L. 1929–47.	5 per cent. I. W. L 1945–55.	5½ per cent. War Bonds 1922–25.	5½ per cent. War Bonds 1928.	6 per cent. Government of India Bonds.	Municipal and other Bonds.
		Amount.	Amount.	Amount.	Amount.	Amount.	Amount.	Amount.
	Total ..							
Date of withdrawal.								
	Total ..							
	Balance ...							
	Total .							

Form No. 10—Official Trustee Outward Register.

No.	Date.	Name of Trust.	To whom addressed.	Station.	Amount of Postage.	To what account charged.	When charged.

Form No. 11—Inward Register.

Date of receipt.	Date of letter.	From whom received.	Name of Trust.	How disposed of.